

Effective 31 January 1992

Personnel Procurement

Completion of the Request for Examination Form

This UPDATE printing publishes a revised regulation which is effective 31 January 1992.

For the Commander:

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Summary. This regulation prescribes policy and procedures for the utilization, completion, and disposition of USMEPCOM Form 714A by members of the United States Army Recruiting Command.

Applicability. This regulation applies to all military and civilian personnel assigned, attached, or detailed to the United States Army Recruiting Command. Failure to comply with this regulation may subject soldiers to disciplinary action under the Uniform Code of Military Justice and civilian employees to disciplinary or adverse action under Federal law and regulations. In case of conflict

between this regulation and any other United States Army Recruiting Command regulation setting forth procedures concerning USMEPCOM Form 714A, this regulation will take precedence.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent

agency of this regulation is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-PP), Fort Sheridan, IL 60037-6070.

Distribution. Distribution of this issue has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Operations UPDATE.

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Appendix A. Instructions for the Completion of
USMEPCOM Form 714A

1. Purpose

This regulation prescribes policy and procedures for the utilization, completion, and disposition of USMEPCOM Form 714A (Request for Examination) (fig A-1) by members of the United States Army Recruiting Command (USAREC). USMEPCOM Form 714A is the first form used by the Military Entrance Processing Stations (MEPS) to input the Military Entrance Processing Reporting System (MEPRS). USMEPCOM Form 714A data, if incorrect, will cause subsequent mismatch of information between the MEPRS and the Recruit Quota System.

2. References

- a. Related publications.

- (1) AR 601-210 (Regular Army and Army Reserve Enlistment Program).
- (2) USAREC Reg 600-22 (Assignment of Enlistment Processing Responsibility).
- (3) USAREC Reg 601-45 (Recruiting Improprieties Policies and Procedures).
 - b. Related forms.
 - (1) DD Form 1966 (Record of Military Processing - Armed Forces of the United States).
 - (2) USMEPCOM Form 714A (Request for Examination).

3. Explanation of abbreviations

- a. ARADS—Army Recruiting and Accession Data System
- b. ASVAB—Armed Services Vocational Aptitude Battery
- c. HS—high school
- d. HSDG—high school diploma graduate
- e. ID—identification
- f. MEPRS—Military Entrance Processing Reporting System
- g. MEPS—Military Entrance Processing Station
- h. RS—recruiting station
- i. SSN—social security number
- j. USAREC—United States Army Recruiting Command
- k. USMEPCOM—United States Military Entrance Processing Command

4. Utilization of USMEPCOM Form 714A

- a. USMEPCOM Form 714A (automated ver-

sion) will be utilized by recruiting personnel to request processing by the United States Military Entrance Processing Command (USMEPCOM) in the following situations:

- (1) Initial Armed Services Vocational Aptitude Battery (ASVAB) examinations at Mobile Examining Team sites or MEPS.
- (2) ASVAB retests after 30 days from initial test.
- (3) ASVAB retests, when administered 6 months or more after the initial test.
- (4) High school (HS) ASVAB score lookup.
- (5) Medical examination or other processing of an applicant, at a MEPS, which has no USMEPCOM 714A on file for the applicant showing processing of that applicant for the Regular Army or the United States Army Reserve.
 - b. A conventional handwritten USMEPCOM Form 714A may be utilized when away from the recruiting station (RS) or when Joint Optical Information Network equipment is not available. The automated USMEPCOM Form 714A and scheduling record must be completed and transferred to the Army Recruiting and Accession Data System (ARADS) upon return to the RS or when the Joint Optical Information Network becomes available.

5. Completion of USMEPCOM Form 714A

- a. USMEPCOM Form 714A will normally be completed by the recruiter of credit for the applicant concerned.

*This regulation supersedes USAREC Regulation 601-89, 29 August 1988.

b. In the event that the recruiter of credit is unavailable to complete USMEPCOM Form 714A, another recruiter or a supervisor may complete the form.

c. The recruiter completing the form will ensure that the Privacy Act statement on the form is specifically brought to the attention of the applicant prior to the completion of the form.

d. USMEPCOM Form 714A will be completed in accordance with appendix A. Definitions and required documentation for information concerning the applicant for the front of the form are as follows:

(1) Prior active military service. Answer "YES" if the applicant meets the definition of "prior service personnel" in accordance with AR 601-210, glossary, section II, terms, part b, personnel status (for enlistment purposes). Answer "NO" if the applicant meets the definition of "nonprior service personnel" in accordance with AR 601-210, glossary, section II, terms, part a, personnel status (for enlistment purposes).

(2) Social security number (SSN). Verify in accordance with AR 601-210, table 2-1, rule H.

(3) Name. Verify in accordance with AR 601-210, table 2-1, rule B-1. Applicant's name will be the same as shown in item 2, DD Form 1966 (Record of Military Processing - Armed Forces of the United States).

(4) Date of birth. Verify in accordance with AR 601-210, table 2-1, rule A.

(5) Home of record. Complete in accordance with AR 601-210, table 5-1, item 5.

e. The "certification by recruiting personnel" on the form will be signed by the recruiter who actually verifies all entries on the front side of the form in accordance with this regulation. Signature by the recruiter constitutes authentication that all entries have been properly verified as required by this regulation.

f. Under no circumstances will a recruiter presign USMEPCOM Form 714A. This form will be completed in its entirety, to include all required signatures in the presence of both the recruiter and the applicant prior to test.

g. Previous guidance by USMEPCOM stating that service counselors, liaisons, and recruiters are authorized to line through the words "and have witnessed the applicant's signature" under the section titled "Certification by Recruiting Personnel" is no longer authorized and is not applicable to USAREC personnel.

6. Disposition of USMEPCOM Form 714A

Upon completion of USMEPCOM Form 714A by the applicant and the recruiter in accordance with this regulation, USMEPCOM Form 714A will accompany the applicant to the Mobile Examining Team site or the MEPS.

7. Completion of USMEPCOM Form 714A for HS ASVAB test

a. Recruiters may submit a request for an HS ASVAB test score on an applicant by completing USMEPCOM Form 714A. If a recruiter initiates this transaction, USMEPCOM Form 714A will be completed in its entirety, to include all required signatures.

b. HS ASVAB scores may be requested by the senior guidance counselor by completing USMEPCOM Form 714A without the applicant's signature. Only under this situation will a USMEPCOM Form 714A be signed and submitted for processing without the applicant's signature.

8. Prohibitions

USMEPCOM Form 714A will not be signed by recruiting personnel until all entries on the form have been properly verified in accordance with this regulation. Presigning a USMEPCOM Form 714A will be treated as a violation of USAREC Reg 601-45, except when a senior guidance counselor submits for an HS ASVAB test extraction as outlined in paragraph 7.

Appendix A

Instructions for the Completion of USMEPCOM Form 714A

A-1. Purpose

This appendix sets forth instructions for the completion of USMEPCOM Form 714A (see fig A-1) by USAREC personnel.

A-2. Recruiter completing the form

USMEPCOM Form 714A will be completed by the recruiter who has processing responsibility for the applicant involved in accordance with USAREC Reg 600-22. In situations where more than one recruiter is involved in the processing of a single applicant, the provisions of that regulation will control. In such situations, the recruiter who has been designated to receive the mission accomplishment credit will be the recruiter whose identification (ID) number is entered in block 16 of USMEPCOM Form 714A. When a recruiter other than the recruiter who will receive mission accomplishment credit is completing USMEPCOM Form 714A, the recruiter completing the form will complete the certification on the back side of USMEPCOM Form 714A in accordance with paragraph A-4.

A-3. Completion of USMEPCOM Form 714A

a. Block A (SERVICE PROCESSING FOR). Specify "DAR" for Active Component or "DAV" for Reserve Component.

b. Block B (PRIOR MIL SERVICE). Self-explanatory.

c. Block C (SELECT SERV CLASS). Leave blank.

d. Block D (SELECT SERV REG NO). Leave blank.

e. Block 1 (SOCIAL SECURITY NUMBER). Enter the applicant's SSN.

f. Block 2 (NAME). Enter the applicant's complete name in capital letters, allowing one space between the last name and the first name, and one space between the first name and the middle name.

(1) A middle initial may not be used in lieu of a middle name.

(2) For individuals who have only a middle initial and no middle name, enter the middle initial.

(3) For individuals who have no middle name, enter initials "NMN."

g. Block 3 (CURRENT ADDRESS). Enter applicant's current home address, to include ZIP Code.

h. Block 4 (HOME OF RECORD ADDRESS). Enter applicant's home of record address (if same as current address, state "same as block 3").

i. Block 5 (CITIZENSHIP). Place an "X" in appropriate box for applicant.

j. Block 6 (SEX). Self-explanatory.

k. Block 7 (POPULATION GROUP). Place an "X" in the appropriate box for applicant.

l. Block 8 (ETHNIC GROUP). Enter applicant's ethnic group as shown at table A-1.

m. Block 9 (MARITAL STATUS). Self-explanatory.

n. Block 10 (NUMBER OF DEPENDENTS). Self-explanatory.

o. Block 11 (DATE OF BIRTH). Enter the applicant's date of birth as a six-digit number. The year will be indicated by two numbers (1968 as 68, 1970 as 70), the month indicated by two numbers (February entered as 02, November entered as 11), and the day of the month indicated by two numbers (1st entered as 01, 23d entered as 23).

p. Block 12 (RELIGIOUS PREF). Self-explanatory.

q. Block 13 (EDUCATION). Indicate the three-digit education code as extracted from below:

(1) The first two characters are the number of years (highest grade completed) of education. Example: 08, 10, 12, 14, etc.

(2) The third character of the code equates to the verified education level as determined from the list below:

Level	Tier I	Code
High school diploma graduate (HSDG)		L
Completed 15 semester or 22 quarter hours and considered HSDG		8
Adult education diploma		B
HS senior		S
Currently in HS (Reserve only)		9
Associate degree		D
Professional nursing diploma		G
Baccalaureate degree		K
First professional degree		W
Masters degree		N
Post Masters degree		R
Doctorate degree		U
	Tier II	
Test based equivalency diploma (includes general equivalency diploma)		E
Occupational and/or vocational program certificate		C
Correspondence HS diploma		7
Home study diploma		H
	Tier III	
Non-HS graduate (holds no certificate or degree)		1

(3) Examples of the completed three-digit code are as follows:

Verified Education	Level
10 +	1 = 101
11 +	1 = 111
10 +	9 = 109
11 +	S = 11S
11 +	E = 11E
12 +	L = 12L
12 +	8 = 128
14 +	D = 14D
16 +	K = 16K

r. Block 14 (APTITUDE). If applicant is taking the test for the first time or for the first time in over 2 years, place an "X" by INITIAL in block 14. If the applicant is taking a confirmation test (last Armed Forces Qualification Test was 20 points higher than the previous test) enter an "X" by CONFIRMATION in block 14, next to ID enter the previous test ID (ASVAB 14 through 17); and, next to VERS enter the previous test version (A, B, or C). Beside

DATE, enter the date the previous test was taken. (If possible, give applicant a copy of 714 ADP with stamp stating a confirmation test is required.) If applicant is taking a retest within a 2-year timeframe, enter an "X" by RETEST and next to ID enter the previous test ID (14 through 17) by VERS, enter previous test version (A, B, or C). If student test was given (test ID 14) and test version is unknown, leave it blank. By DATE, enter the date the previous test was taken.

s. Block 15 (MEDICAL). To be filled in when applicant is processing for a physical examination.

t. Block 16 (RECRUITER SSN/STN ID). Enter the recruiter's SSN.

u. Block 17 (TEST ADMINISTRATOR SSN/ID). Leave blank.

v. Block 18 (TEST ADMINISTRATOR SIGNATURE). Leave blank.

w. Block 19 (MEPRS CODING). Leave blank.

x. Block 20 (ASVAB/ASP REQUIRED TO ENLIST). Self-explanatory.

y. Block 21 (APPLICANT SIGNATURE). Leave blank. (The applicant will sign upon arrival at MEPS control desk only.)

z. APPLICANT CERTIFICATION IN PRESENCE OF TEST ADMINISTRATOR. Applicants will be required to sign in this section in the presence of the test control officer. False certification will result in the invalidation of the examination results. Leave the remaining area of the block blank. (Applicant's must present a picture ID or be fingerprinted by the test administrator.)

aa. APPLICANT CERTIFICATION IN PRESENCE OF RECRUITING PERSONNEL. Indicate if the applicant has ever had a prior ASVAB, and if so, when and where. The applicant signs here attesting that test and personal data shown are correct.

ab. CERTIFICATION BY RECRUITING PERSONNEL. This portion will be completed by authorized recruiting personnel only after they have witnessed the applicant's signature and properly verified the accuracy of the information on the form in accordance with this regulation.

A-4. Completion of recruiter certification by other than recruiter of credit

When the recruiter completing USMEPCOM Form 714A is not the recruiter who will receive mission accomplishment credit, the recruiter certification will be completed as follows:

a. The first line of the certification block will contain the signature and the printed or typed name of the recruiter who completed USMEPCOM Form 714A, as well as the date of the signature.

b. The second line of the certification will contain the printed or typed name of the recruiter whose ID number appears at block 16 and who will receive mission accomplishment credit.

c. The third line of the certification will contain the ID number, RS, and recruiting battalion of the recruiter who signs the certification.

Table A-1
Ethnic group data elements

Definition. A segment of the population that possesses common characteristics and a cultural heritage significantly different from that of the general United States population and closely identifies with that cultural heritage.

Data code characteristics: LENGTH 01 STRUCTURE AN

<u>Data Item Name</u>	<u>Abbreviation</u>	<u>Code</u>	<u>Explanation</u>
Mexican (formally Mexican-American)	MEXICAN	6	Persons of Mexican origin, their descendants, and "Chicanos"
Puerto Rican	PR	4	Persons of Puerto Rican descent
Cuban (formally Cuban-American)	CUBAN	9	Persons of Cuban descent
Latin American with Hispanic descent	LATIN-AMER	S	Persons from Central and South America and their descendants who have Spanish heritage
Other Hispanic descent	OTHHSP	1	Persons of Spanish extraction not delineated as Mexican, Puerto Rican, Cuban, or Latin American
Aleut	ALEUT	8	Persons of Aleut descent
Eskimo	ESKIMO	7	Does not include Aleuts
U.S. - Canadian Indian tribes (formally American-Indian)	US-CAN-INDIAN	2	Persons belonging to U.S. or Canadian Indian tribes (other than Aleut or Eskimo)
Chinese	CHINESE	G	Persons of Chinese descent
Japanese	JAPANESE	J	Persons of Japanese descent
Korean	KOREAN	K	Persons of Korean descent
Indian	INDIAN		Persons from India and their descendants
Filipino	FILIPINO		Persons from the Philippine Islands and their descendants
Vietnamese	VIET	V	Persons of Vietnam origin and their descendants
Other Asian descent	OTHASIAN	3	Persons of Asian descent not delineated separately as Chinese, Japanese, Korean, Indian, Filipino, or Vietnamese
Melanesian	MELANES	E	Persons of Melanesian descent
Micronesian	MICRONES	W	Persons of Micronesian descent
Polynesian	POLYNES	L	Persons of Polynesian descent
Other Pacific Island descent	OTHPACIS	Q	Persons from the Pacific Islands and their descendants not delineated separately as Melanesian, Micronesian, or Polynesian
Other	OTHER		A member of an ethnic group not included above
None	NONE	Y	Not associated with any particular ethnic group
Unknown	UNKN	Z	Self-explanatory

REQUEST FOR EXAMINATION

FOR OFFICIAL USE ONLY

A. SERVICE PROCESSING FOR: DAR		B. PRIOR MIL SERVICE (X ONE) - N		C. SELEC SERV CLASS EG NO	
(Specify) - REGULAR ARMY		YES: <input type="checkbox"/> NO: <input checked="" type="checkbox"/>			
1. SOCIAL SECURITY NUMBER		2. NAME (Last, First, Middle. (Maiden, if any). Jr. Sr. Etc.)			
262-90-8700		KEOMAKA ELLISON BRANDON			
3. CURRENT ADDRESS: (Street, City, State, Zip, County, Country)		4. HOME OF RECORD: (Street, City, State, Zip, County, Country)			
111 ELM ROAD		111 ELM ROAD			
HIGHWOOD IL 60037		HIGHWOOD IL 60037			
LAKE - - - - - COUNTRY: USA		LAKE - - - - - COUNTRY: USA			
5. CITIZENSHIP (X one) - CA		6. SEX (X one) - M		8. ETHNIC GROUP: X	
X. A. US AT BIRTH		X - MALE - FEMALE		9. MARITAL STATUS: S	
X (1) NATIVE BORN		7. POPULATION GROUP (X one) -X		10. NO. OF DEPENDENTS: 00	
_ (2) BORN ABROAD OF US PARENT(S)		_ A. WHITE (C)		11. DATE OF BIRTH: 68/11/06	
_ B. US NATURALIZED		_ B. BLACK (N)		12. RELIGIOUS PREF (Optional) NRP	
_ C. US DERIVED THROUGH NATURALIZATION OF PARENT(S)		_ C. ASIAN (M)		13. EDUCATION (Highest Grade/Status): 12L	
_ D. US NON-CITIZEN NATIONAL		_ D. AMERICAN INDIAN (R)		16. RECRUITER SSN/STN ID: 123-45-6789 5H4C	
_ E. IMMIGRANT ALIEN (Specify)		X E. OTHER (Specify) (X)		17. TEST ADMINISTRATOR SSN/ID: - - - - -	
_ F. NON-IMMIGRANT FOREIGN NATIONAL (Specify)		_ F. UNKNOWN (Z)		18. TEST ADMINISTRATOR SIGNATURE: - - - - -	
14. APTITUDE: (Previous test)		15. MEDICAL:		19. MEPRS CODING	
INITIAL: X		COMPLETE: X		- - - - -	
RETEST: - ID/VERS: - - - - - DATE: - - / - - / - -		INSPECTION: - - - - -		- - - - -	
CONFIRMATION: - ID/VERS: - - - - - DATE: - - / - - / - -		OFFICER		- - - - -	
ASP: - ID/VERS: - - - - - DATE: - - / - - / - -		CANDIDATE: N		- - - - -	
20. ASVAB/ASP REQUIRED TO ENLIST? YES: X NO: -				- - - - -	
				- - - - -	
				- - - - -	
21. APPLICANT SIGNATURE				- - - - -	

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 505, 508, 510 AND EXECUTIVE ORDER 9397.

PRINCIPAL PURPOSE: To request administration of enlistment qualification examinations. Social Security Number is used to positively identify examination results. ROUTINE USE: Record is maintained with other enlistment processing records.

DISCLOSURE: Voluntary. Refusal to provide required data could result in denial of enlistment.

APPLICANT CERTIFICATION IN PRESENCE OF TEST ADMINISTRATOR

I certify that I am the person identified at the top of this form:

(Signature of Applicant)	PHOTO ID?	YES	NO
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If yes: Type/Org. _____	ID No. _____
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I certify that I am the person identified at the top of this form, and that the information about me shown there, including my Social Security No. is all true and correct to the best of my knowledge. I also certify that:

(X) I have never been tested ANYTIME OR ANYWHERE with the Armed Services Vocational Aptitude Battery (ASVAB) either for enlistment purposes or as a student under the ASVAB school testing program.

() I was tested with the ASVAB on or about _____ at _____

(most recent date tested)

(Place Tested)

/signed/	/ 262-90-8700 /	16 Sep 91
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(Signature of Applicant)

(Social Security No.)

(Date)

CERTIFICATION BY RECRUITING PERSONNEL

I certify that I have properly identified this applicant in accordance with my service directives, have reviewed for completeness and accuracy the information provided on this form, and have witnessed the applicant's signature.

/signed/	SFC John Davidson	16 Sep 91
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(Sig of Recruiter (or rep if auth))

(Printed/Typed Name of Recruiter/or Rep)

(Date)

(Printed/Typed Name of Recruiter (if not recorded above))

123-45-6789	/	Highwood RS	/	Chicago
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(Recruiter Social Security Number)

(Local Recruiting Activity)

(Bn, NRD., Sq., or RS Location)

USMEPCOM FORM 714A, 1 JAN 90

PREVIOUS EDITIONS ARE OBSOLETE

Figure A-1. Sample of a completed USMEPCOM Form 714A